



iDMB

A Newsletter for the Employees of the Department of Management and Budget

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Employee recognition event returns to armory Sept. 21

This year's annual event to recognize DMB employees and their achievements will double as an end-of-summer sendoff.

The sixth annual Employee Recognition and Celebration Event is set for Sept. 21 from 11 a.m. to 2 p.m. at the Marshall Street Armory in Lansing. Because, officially, that's the first day of fall, the celebration's planning committee also decided to use the gathering to mark the end of summer and set the theme for the celebration.

The celebration will honor 182 employees who have reached five-year milestones ranging from five to 35 years of service as well as the first five Employee Excellence Award winners.

Employees marking anniversaries up to 35 years will be listed in the program, and certificates noting their accomplishment will be forwarded to their supervisors for presentation. The formal presentation, which begins at 12:30 p.m., will be used to reveal the five Employee Excellence Award winners and to recognize the 27 employees who have achieved 30 and 35 years of service. (See the list on page 2.)

The luncheon, which will be served throughout the event, will offer chicken, potato and macaroni salads, vegetables and dip, rolls, ice cream and beverages.

This year, a number of "activity stations" will allow employees to participate in fun activities and to mingle with other DMB coworkers. Comp Time, a band made up of DMB employees, will again provide live music. Members include Tom Cooley, Don Mulvaney, Dave Bergeon and Mike Johnston.

This is the second year the event will be held at the Department of Military and Veterans Affairs Armory, 300 Elvin Court, which is located near Marshall Street south of East Saginaw Street. The location offers enough room to put all the festivities and participants under one roof and ample free parking.



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News from the Offices

Employee celebration honorees

Employees with 35 and 30 years of service will be honored at the reception Sept. 21. Honorees include:

35 Years

Gary Hampton, Agency Svcs./VTS

Robert Nichols Jr., Facilities/Operations

Howard Pizzo, Financial Svcs. Director

30 Years

Deuaine Bunker, Facilities/Operations

Mark Cambric, Agency Svcs./Mailing Svcs.

Edmundo Campos, Agency Svcs./Mailing Svcs.

Carl Collin, Acquisition Svcs./Logistics

James Ebright, Acquisition Svcs./Logistics

Kenneth Feher, Agency Svcs./Print and Graphic Svcs.

Subhas Ghorai, Facilities/Design and Construction

Peggy Hall, Agency Svcs./Consolidated Print Ctr.

Geneva Hawthorne, Agency Svcs.

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DMB director invites employees to enjoy, relax and celebrate

As the summer winds down, it's time again for us to gather for the annual employee recognition event. I encourage each and every one of you to join us.

I know this year has been extremely challenging, yet together we have achieved great success. While I may not be able to speak with you on a regular basis, I hope you take this opportunity to stop by so that I can thank you personally for the terrific work you do.

I'd also like to point out that this event gives DMB employees the opportunity to recognize and acknowledge each other - the people who every day are affected by the work we do. These are the teammates who rely on us, the coworkers who appreciate the helping hand we offer, and the managers who really couldn't do their jobs without your first-class efforts.

Again, please join your coworkers and me on Tuesday, Sept. 21, 2004, between 11 a.m. and 2 p.m.

Cheers!



Mitch Irwin



Employees at the 2003 Employee Recognition Celebration and Event feasted on fried chicken and other tasty fare.

News from the Offices

Employee honorees

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Lupe Lira, Agency Svcs./Vehicle and Travel Svcs.

George Lites, Facilities/Tenant Svcs.

Tim Lynam, Agency Svcs./VTS

John Nuyen, Director's Office/Audit Svcs. Bureau

Debra Pilbeam, Agency Svcs./Consolidated Print Ctr.

Roxanne Pittman, SAM/Real Estate Division

Nicholas Ratu, Facilities/Occupancy

Patricia Russ, Director's Office

Larry Schneeberger, Acquisition Svcs./Logistics

Connie Shutes, Director's Office

Juan Suarez, Acquisition Svcs./Logistics

Larry Taylor, Facilities/Operations

Tari Teremi, Financial Svcs./Operations

Vernon Thelen, Agency Svcs./Print and Graphic Svcs.

Frank Villanueva, Agency Svcs./Print and Graphic Svcs.

DMBusiness: Audit bureau helps improve controls, accountability

Each month, DMBusiness offers perspectives on Department of Management and Budget priorities. This month, Audit Services Bureau Director Mike Gilliland answers questions that affect the department for 2004.

What is your office doing to support DMB's 2004 priorities?

The major initiatives for staff in the Audit Services Bureau are to assist DMB's offices in leading the state in cost-control efforts and to continue to pursue administrative partnerships and shared services. Efforts toward these initiatives include:

- Completing scheduled and unplanned/management-requested audits of high-risk business processes and transactions, both in DMB and, when appropriate, in partnership with other departments' audits.
- Under administrative partnership agreements and formal memos of understanding, providing all internal audit services to the Department of Information Technology (DIT) - since 2002 - and the Department of Treasury - since January 2004.
- Completing an audit (within DMB, DIT and Treasury) of each of the three department's controls over contracting activities (delegated purchasing authority).
- Working with the Office of Financial Management and department management to finalize the results of recent audits in DMB, DIT, Treasury and all other state departments over controls related to the personal use of state vehicles.



The Audit Services Bureau staff include (front row) John Juarez, Kevin Spitzley, Bernie Brink, Sandy Bailey, April Malinowski, Julie Zolnai, Jeanette Doll, (back row) John Nuyen, Alan Miller, Stacey Bliesener, Jeff Eklund, Kathy Krause and Mike Gilliland.

What benefits will your office's efforts bring to DMB and state government?
The mission of the DMB Audit Services Bureau, which is statutorily required

News from the Offices

Auditors aid accountability

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by Act 431, P.A. 1984, is to improve the accountability for public funds, improve the internal control structure within DMB, DIT and Treasury, and to improve the overall effectiveness of each department's programs and operations. Through the completion of a variety of financial and performance audits, Audit Services evaluates the internal accounting and administrative control systems for each department and proactively infuses positive controls in new business processes.

Because of the statewide impact of each department (DMB provides business support and budget services to *all* state agencies; DIT manages *all* state

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SECC to show employees that it's very 'cool to give'



Beginning Sept. 20, DMB employees will find out how "cool" it is to give to the State Employees Combined Campaign. That's because the annual fund drive's kickoff on the Capitol steps will include cool words about the effort as well as a cool treat: ice cream.

"We're really planning a fun campaign," said **Marsha Quebbeman**, SECC department coordinator for DMB. "We want employees to stay motivated throughout the entire drive, and we hope to treat them to a special 'surprise' at the end."

This year's campaign, "It's COOL to give," begins with the Sept. 20 kickoff and runs through Oct. 22. Kickoff festivities start at 11 a.m. with the opportunity to view displays and visit with representatives of area agencies to learn how contributions fund their work. From noon to 12:30 p.m., First Gentleman **Daniel Mulhern** and WFMK radio personality **Mark Bashore** will talk with state employees about the benefits of giving. Throughout the event, employees will be treated to free ice cream cones, courtesy of the Capital Area United Way and the MSU Dairy Store.

"This campaign gives DMB employees an opportunity to express their generous hearts in giving to the charity of their choice," said **Tim McCormick**, chair of the SECC steering committee.

Department volunteers will distribute packets with pledge cards and information to help employees decide which worthy causes they would like to support. DMB's 2004 goal is to increase campaign participation by 10 percent. Last year, 330 DMB employees contributed during the SECC.

The potential to take home one of SECC's coveted Capitol Cups is added incentive for department employees. Each year, two cups are awarded to departments that contribute the largest per-capita gift. One cup is given to departments in the Diamond Division, with more than one thousand employees, and another to departments in the Platinum Division, with fewer than one thousand employees. A third cup is given to the department with the most improved participation rate.

DMB is in the Diamond Division and is competing with the employees from Community Health, Corrections, Environmental Quality, the Family Independence Agency, Information Technology, Judiciary, Labor and Economic Growth, Natural Resources, State, State Police, Transportation and Treasury.

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News from the Offices

Safe driving requires preparation

Are you a roadwise employee? Is your daily drive an exercise in highway survival?

You wouldn't head to a meeting or a big presentation without preparation, yet every day people get on the road unprepared. You can take actions to ensure your safety and the safety of others as you commute.

Do you know that up to 60 percent of traffic delays are not due to the volume on our nation's roadways but from nonrecurring congestion? The frequency of road delays and their causes include:

- 25 percent from crashes and disabled vehicles
- 15 percent from bad weather
- 10 percent from work zones
- 5 percent from special events
- 5 percent from poor signal timing

You are our most valuable asset, and we care about your safety on the roadway. Safe driving is everyone's business. Do your part.

Facilities staff goes 'fishing' for activities to live the values

Diving into a game of Go Fish and hosting a "Cheeseburger in Paradise" luncheon are just a few ways the Office of Facilities (OOF) is following the Fish! philosophy. In order to live the Department of Management and Budget's (DMB) value of fun, OOF has formed four teams to arrange activities and events aimed at spreading fun throughout their offices and providing an opportunity to get to know their coworkers.

The Fish! philosophy began with the staff at Pike Place Market in Seattle; it has now become a national phenomenon in offices everywhere. Its message is to do the following:

- Play;
- Make their day;
- Be present; and
- Choose your attitude.

"I have been pleasantly surprised by the acceptance and enthusiasm of staff for implementing the philosophy, and I am optimistic that Fish! will have a positive impact on our office, said **Pat Mullen**, capital renewal manager. "So far, the Fish! philosophy has contributed to team building and increased morale and has added fun to getting the job done."

The OOF will continue to work with staff members to develop using the philosophy's four principal concepts.

If you are interested in viewing the Fish! video, contact **Ellen Cooper**, Michigan Department of Civil Service, 241-7531, or click on the following link to borrow it: <http://web1mdcs.state.mi.us/HumanResources/LibraryResourceMaterialsPick.asp>.



Grillmaster **Ed Kluge** helps prepare lunch for his Office of Facilities colleagues at one of the group's fun events.

News from the Offices

Recognition event set

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"It proved to be an excellent location last year - and it's free," said **Trish McKenna-Ley**, coordinator of the event committee. "The building is large, and the ability to have the entire department under one roof is an advantage."

Planning for the event has been ongoing for months. In addition to McKenna-Ley, committee members include **Maureen Carden, Jeanette Doll, Geneva Hawthorne, Diana Hayter, Mary Lewis, Pam Nemanis, Marcia Quebbeman, Shirley Ragsdale, Jenny Rehmann, Linda Reznick, Stephen Rose, Sharon Ross, Debbie Sanchez and Connie Shutes.**

All DMB employees are invited to attend the event. Those who plan to attend are asked to inform their supervisors of their plans to participate.

QuickKnowledge modules give employees more 'know time'

Projects, reports, meetings, e-mail follow up, and more meetings. There never seems to be enough time to finish the work that needs to be done - or to find extra time to improve job skills.

That's why some Department of Management and Budget employees turn to QuickKnowledge to beef up work skills or get basic information on topics that interest them. These Web-based learning modules, which are available to all DMB employees at no charge, can be completed at any time. Employees are able to access them from their work or home computers.

"These modules can be taken at your desk according to your schedule," said **Bernie Lucas**, Learning and Development manager in Organizational Development. "None of them takes more than an hour, and many of them include job aids and worksheets for you to use."

The listing of module topics is updated periodically to meet employee needs. Titles include those that enhance business knowledge, such as building successful teams or project management, and those that help employees in their personal development, such as financial planning or making guardianship decisions for elderly loved ones.

DMB employees have most frequently used QuickKnowledge modules that offer information on effectively communicating, managing time, providing feedback, building strong customer relations and managing projects.

"These modules give background information on topics, which helps employees apply these skills immediately and find resources that help them learn more in these areas," Lucas said.

To explore QuickKnowledge, users can visit www.state.mi.us/mdcs/training/eLearn.htm. When ready to log on and begin a module, users will be asked to supply their e-mail address and DMB's quick-key number. After that, online students are just a few clicks away from enhancing their skills and learning to turn "no time" into "know time."

To obtain DMB's quick-key number or to get more information about QuickKnowledge, contact Lucas, 517/241-2102 or LucasB1@michigan.gov, or **Michael Zingsheim**, 335-1570 or zingsheimm@michigan.gov.

Auditors ensure effective controls

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information technology activities; and Treasury provides all critical banking and cash/investment management services for *all* state departments and agencies), a system of regular internal audits within each department is critical to ensure that effective internal controls structures are in place to effectively manage these statewide responsibilities.

News from the Offices

SECC makes it cool to give

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Employees may make payments by check or credit card or may complete a pledge form and return it to their SECC volunteer. They also may contribute by payroll deduction and make pledges online using their MI HR employee self-service account (www.michigan.gov/selfserve). Complete instructions for all payment options will be outlined in the SECC information packets.

Regardless of which option they take or which agency they choose to support, employees may feel a little shiver of excitement after making their contribution or pledge. Why? Because they have just done something that should make them feel very cool - and everyone knows it's very cool to give.

Partnership with Pistons legend generates funds for Michigan

A partnership between the state and a legendary Detroit Pistons guard is expected to generate recreational opportunities for Detroit residents as well as revenue for the state of Michigan.

Joe Dumars, a former player for the Pistons and the team's current president of basketball operations, has leased a portion of the Michigan State Fair's Agriculture Building. The site will be transformed into Joe Dumars Fieldhouse, a state-of-the-art recreational facility expected to open in October.

Gov. **Jennifer Granholm**, in conjunction with the Department of Management and Budget, hosted a ribbon-cutting ceremony Aug. 9. Dumars attributed the completion of the project to Granholm taking office.

"If you're going to do anything great, it takes a collective effort," Dumars said.

"This lease agreement will open new doors for the Michigan State Fair," said DMB Director **Mitch Irwin**. "I applaud the efforts of our DMB team in making this project happen."

The 10-year lease for the 27,000-square-foot Agriculture Building will now bring the state revenue and utilize the building year-round as a sports and event facility. In addition to the annual rental amount of \$100,000, Dumars' company will make improvements to the 80-year-old structure in the amount of \$1.2 million. The lease terms allow the Michigan State Fair to use the leased space during its 12-day run each August.

The fieldhouse, which is located in Detroit along Eight Mile Road, will provide a recreational facility that will offer basketball and volleyball courts, after-school programs, and camps in a variety of sports. The facility,



The Aug. 9 ribbon cutting at the Michigan State Fair's Agriculture Building cemented a new partnership for Michigan. The building will be renovated for Joe Dumars Fieldhouse, a facility offering recreational programs for Detroit residents. Joining the festivities were Fieldhouse Manager **Brian Siegel**, **Joe Dumars**, Michigan State Fair Director **John Hertel**, and Governor **Jennifer Granholm**.

News from the Offices

Correspondents:

Acquisition Services

Marilyn Becker
Penny Saïtes

Agency Services

Geneva Hawthorne
Director's Office

Jeanette Doll

Financial Services

Terri Powers

Office of Facilities

Diane Black

Organizational Services

Jeannette Bekke

Retirement Services

Rosemary Baker

Strategic Asset Management

Steve Davis

Columnist:

Judy Ferrigan

Safety and Health

Editors:

Linda Norlock

Jennifer Rehmann

Director of Organizational Development:

Tim McCormick

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Tips for fighting fatigue

Here are some helpful tips to fight mental and physical fatigue on the job, keeping you safe and fresh to enjoy after-work activities!

- Exercise is one of the best ways to combat fatigue.
- Sleep. No surprise here, but you may find that your late-night puttering robs you of precious hours of shut-eye. Set a bedtime for yourself and stick to it.
- Diet. Sugary snacks and caffeine-heavy soft drinks can give you a short-term boost. But what goes up must come down, and you'll quickly dive into a low-energy slump. Try dried apricots, almonds, raisins, yogurt or a fresh peach instead.
- Music. Put on some music - those good vibrations - to get you going.
- Just say no. Trying to do too much? Maybe it's time to make a gentle refusal every once in a while. Practice the "yes, but..." answer, as in: "Yes, I can serve on the quality committee, but I can't do it this month. How about next month?"
- See a doctor if your fatigue is persistent and you have other symptoms, such as trouble sleeping or sleeping too much, or lose interest in your usual activities. Such symptoms can be a sign of depression.
- Take a walk. Take a break. Fresh air can help clear your mind and fight that foggy feeling.



Fieldhouse lease generates funds

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which will be similar to another Joe Dumars Fieldhouse in Shelby Township, will provide youth a safe, positive and fun environment.

Dumars, a defensive standout who played for the Pistons his entire NBA career, is a six-time All Star and was named most valuable player in the 1989 NBA finals. In 1999, he retired from the game and in 2000 was named director of player development and later president of basketball operations.

Since joining the Pistons in 1985, he has supported numerous charitable causes, helping generate more than \$1 million in contributions. He received the *Newsweek* American Achievement Award, which is given annually to recognize community achievements and contributions to society, as well as other distinguished awards and honors.